

# Intern

FLSA Status: *Non-Exempt*

To apply for an Internship at the Town of Bluffton, please submit your resume, application for employment and cover letter.

Your cover letter must indicate what weeks you are available to work from 6/1/2020 – 9/1/2020 and which of the following Departments you are interested in and why:

- Engineering
- Finance
- Growth Management
- Human Resources
- Information Technology
- Police
- Executive/Town Clerk

## General Definition of Work

The Town of Bluffton recognizes that an internship experience can be valuable to a student's educational development and can bring the Town of Bluffton added value to assist in a variety of assignments. The Internship will provide work experience to students to expand and explore potential career options. It will also provide the Intern an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the work that is associated with a government municipality. Generally, the Intern will provide administrative assistance and support for projects and tasks assignments to departments at the Town of Bluffton. The tasks will vary depending upon the assigned department.

## Essential Functions

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- Assist Town of Bluffton department(s) with various tasks.
- Manage assigned projects to meet deadline demands.
- Provide administrative support to Department staff members to include, but not be limited to, copying, scanning, faxing, delivering, organizing or other duties associated with administrative tasks.
- Conduct on-line research.
- Organize materials or items for events and assist with set-up and breakdown.
- Compile information into spreadsheets or documents.
- Prepare reports and information for meetings.
- Perform Emergency or disaster related duties if needed.
- Perform other duties as apparent or assigned.

## Knowledge, Skills and Abilities

The successful candidate must have excellent writing skills, communication skills, and a positive attitude. A good understanding of the social media sites such as Facebook, LinkedIn, Twitter and similar sites would be beneficial. Knowledge of standard office practices, procedures, equipment and office assistance techniques; knowledge of business English, spelling and arithmetic; ability to read and understand basic Town and State policies and procedures of limited scope and difficulty; ability to type accurately at a reasonable rate of speed; ability to operate standard office and computer equipment; ability to establish and maintain effective working relationships with associates and the general public.

---

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

# Intern

## Education and Experience

Prefer undergraduate or graduate college students or individuals who have graduated in the past year or less.

## Physical Requirements

This work requires the occasional exertion of up to 20 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work will generally be in an office setting however, some assignments, depending upon department, will include tasks and projects outside; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and observing general surroundings and activities; work may have exposure to environmental conditions for outside assignments; work is generally in a light to moderately noisy location (e.g. business office with copy machines, telephones and/or computer printers, light traffic).

## Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.  
Must pass drug screen test.